N95 Pick Up Process Flow

1. Clinician documents name and unit on butterfly label
2. Clinician affixes butterfly label to the elastic of the N95 respirator
3. Clinician dons N95 mask
   - Clinician doffs N95 mask – will inspect mask to ensure no visible soil or stains
     - Visible soil or stains?
       - YES
         - No longer viable to use
       - NO
         - Clinician places mask in the designated trash can on the unit

Soiled Runner:
1. Places soiled mask bag in transport container, removes gloves, places in container
2. Places new bag in trash bin
3. Affixes the label identifying the COVID unit
4. Removes trash bin bag and closes bag with a secure knot
5. Affixes the label identifying the COVID unit
6. Places new bag in trash bin
7. Places soiled mask bag in transport container, removes gloves, places in container
8. Places soiled mask bag in transport container, removes gloves, places in container

Soiled Runner places gloves in container

Soiled Runner gels hands with sanitizer on cart

Soiled Runner places gloves in container

Soiled Runner applies clean gloves

Soiled Runner closes the transport bin and proceeds to the designated cleaning unit

Soiled Runner arrives at the cleaning unit

Soiled Runner enters the ante room

Soiled Runner enters the ante room

Soiled Runner MUST NOT CROSS YELLOW DEMARKATION ON THE FLOOR

Soiled Runner will signal the Central Sterile Team inside via the window

Runner will proceed to the next unit for pick-up

Runner will wipe the interior of the bin with purple top sani wipe

Runner will remove soiled bag from bin and hand it to the CS Staff
Clean Delivery Process Flow

Delivery Process

Clean Runner arrives at the designated cleaning unit

The Runner will report to the pass thru window to receive cleaned masks

Clean masks will be in clear bags and the bag will be labeled with the receiving unit

The Runner will proceed to the designated COVID patient care area

The Clean Runner will call the nurses station when they arrive to the COVID unit

The COVID Team will come to the doorway to accept delivery of clean masks